

**MEMORANDUM FOR: Members of the Language Development
Committee**

SUBJECT : Language Development Program

1. At a meeting with DDP representatives on 15 January 1969 most objections to the proposed revision of the language regulation were reconciled thereby paving the way for early publication.

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2. With this in mind, we should now turn our attention to the most pressing problem involved in the regulation's implementation, namely the submission of position (or wait as the case may be) and training requirements for CY 1969. Both reports are required by standing regulation. An inconclusive language training requirement was submitted in late summer 1968. Directorates should submit both requirements now, certainly no later than 1 May 1969, and be prepared to update these for submission 6 January 1970. The language training requirements should also encompass your conclusions regarding the languages to be taught internally, a subject discussed at our last two Committee meetings.

3. While engaged in the requirements exercise, we should also be undertaking the development of a realistic language inventory for each Directorate. The Office of Training will be happy to assist in the details of acquiring the information and the scheduling of proficiency testing necessary. You may wish to ask your Deputy Director to name an individual to coordinate this within the Directorate. This effort should be completed by 1 July; in some cases it may be necessary to forgo testing for certified proficiency, but this should be the exception.

4. I propose to call a Language Development Committee meeting on 24 February at which time I would appreciate a progress report on these requirements.

Alfonso Rodriguez
Chairman, Language Development Committee